

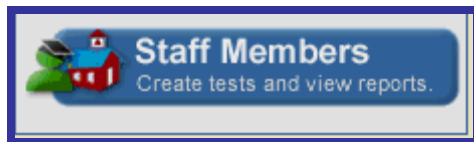


ACHIEVEMENT SERIES – CLASSROOM MODULE

Create a Classroom Test: Duplicate Test Option

Section 1: Login to Achievement Series

1. Open an Internet browser, such as Windows Explorer.
2. Go to <http://www.achievementseries.com/>
3. Click the **Staff Members** button.



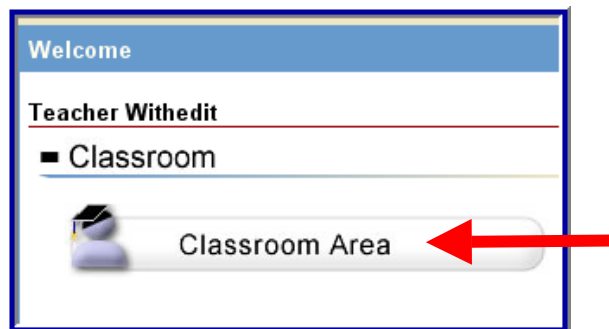
4. Enter your **Site ID**, **Staff ID** and **Password**. Then click **Login**.

Site ID:

Staff ID:

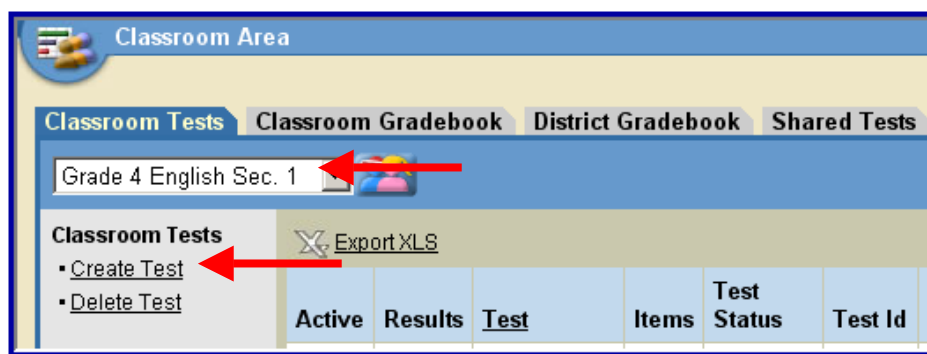
Password:

5. At the Home Page, click the **Classroom Area** button.

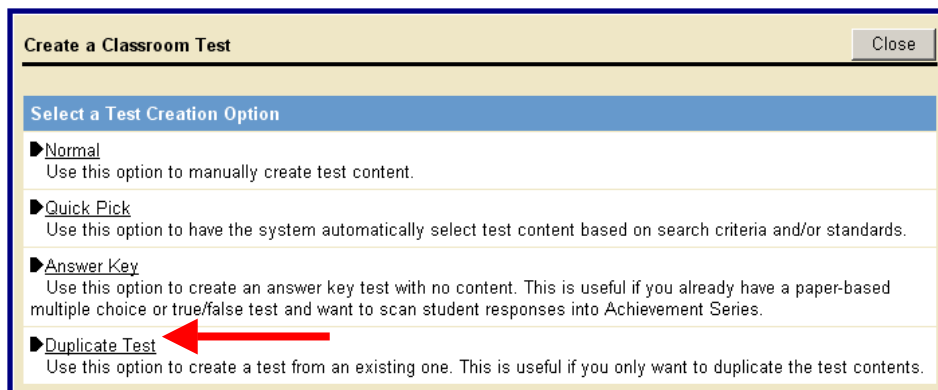


Section 2: Create a Test using the Duplicate Test Option

1. In the **Classroom Area** select the **Classroom Tests** tab.
2. Select the **Class** from the dropdown list and then click **Create Test**.



3. Click **Duplicate Test**.



Complete the following three (3) easy steps to duplicate an existing test:

1. **Step 1 of 3: Select the Test to be Duplicated**

Select the test to be duplicated, and then click **Next**

Select Test For Duplication
Step 1 of 3

Cancel Next

Export XLS Count: 2

Select	Test	Item Count	Grade	Subject
<input type="radio"/>	Math 4 Fractions	4	Pre to 12	
<input checked="" type="radio"/>	Math 4 Fractions - Adding Fractions	4	Pre to 12	

2. **Step 2 of 3: Select the Class to Accept the Duplicated Test.**

Select a single **Class** from the onscreen list and then click **Next**.

Select Class To Accept The Duplicated Test
Step 2 of 3

Previous Cancel Next

Export XLS Count: 3

Select	Class	Primary Staff	Students	Grade
<input checked="" type="radio"/>	Grade 2 Sec. S Carter	Carter, Susu	7	2
<input type="radio"/>	Grade 2 Sec. T Williamson	Williamson, Teresa	3	2

ACHIEVEMENT SERIES – THE CLASSROOM MODULE

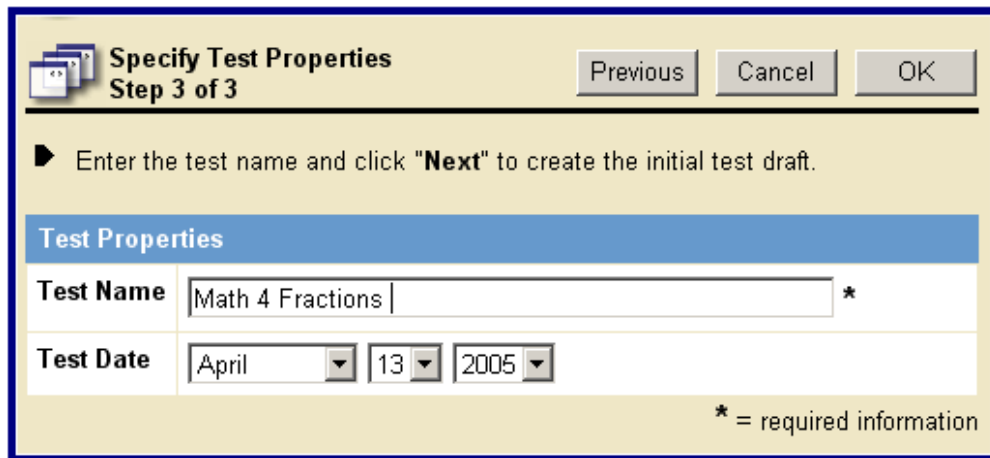
3. Step 3 of 3: Specify Test Properties

A. Enter a **Test Name** for the test being duplicated.

B. Setup a **Test Date**.

Note: **Test Date** is used to sort tests chronologically in the Classroom Gradebook. It does not limit when students can take the test.

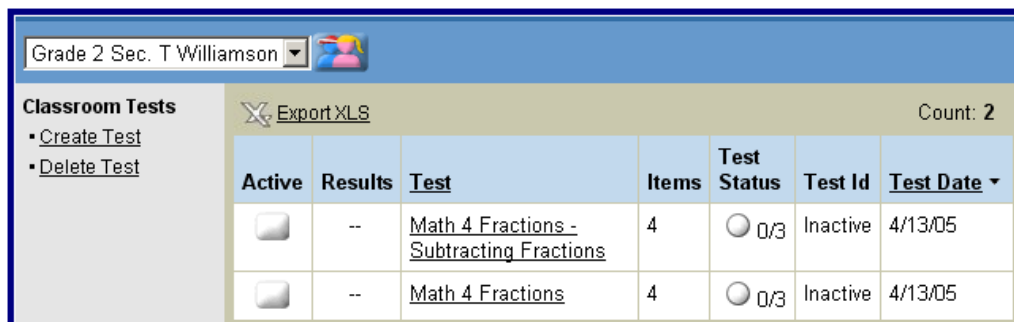
C. Then click **OK**.



The dialog box titled "Specify Test Properties Step 3 of 3" has buttons for "Previous", "Cancel", and "OK". It contains a message: "Enter the test name and click 'Next' to create the initial test draft." Below this is a section titled "Test Properties" with two fields: "Test Name" (containing "Math 4 Fractions" and a required field asterisk) and "Test Date" (with dropdowns for "April", "13", and "2005"). A legend at the bottom right states "* = required information".

4. After duplicating the test, you are returned to the Classroom Area. The duplicated test appears in the test list for the class selected to receive it.

Note: The test is currently inactive. When you are ready to administer the test, it must be activated. Go to Section 3 for instructions on activating a test.



The "Classroom Tests" interface shows a dropdown for "Grade 2 Sec. T Williamson" and an "Export XLS" button. On the left, there are links for "Create Test" and "Delete Test". On the right, it says "Count: 2". The main table lists two tests:

Active	Results	Test	Items	Test Status	Test Id	Test Date ▾
<input type="checkbox"/>	--	Math 4 Fractions - Subtracting Fractions	4	<input type="radio"/> 0/3	Inactive	4/13/05
<input type="checkbox"/>	--	Math 4 Fractions	4	<input type="radio"/> 0/3	Inactive	4/13/05

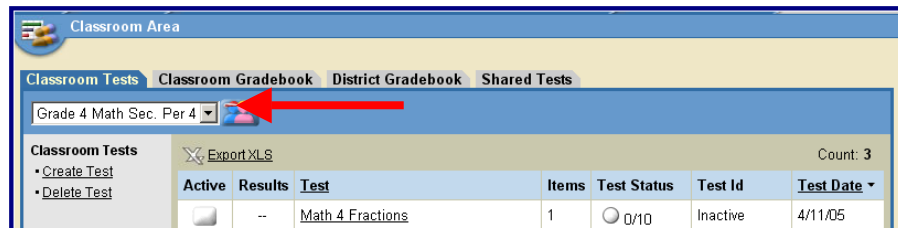
ACHIEVEMENT SERIES – THE CLASSROOM MODULE

Section 3: Activate the Classroom Test

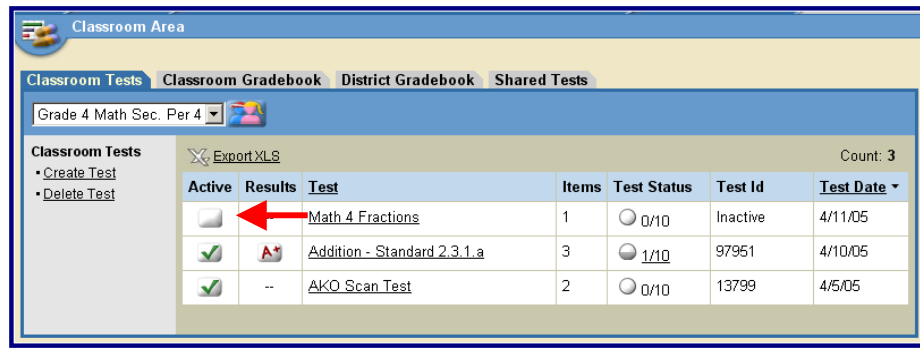
The Classroom Test can be activated using either of the two (2) options outlined below:

Option 1: Activate the Classroom Test

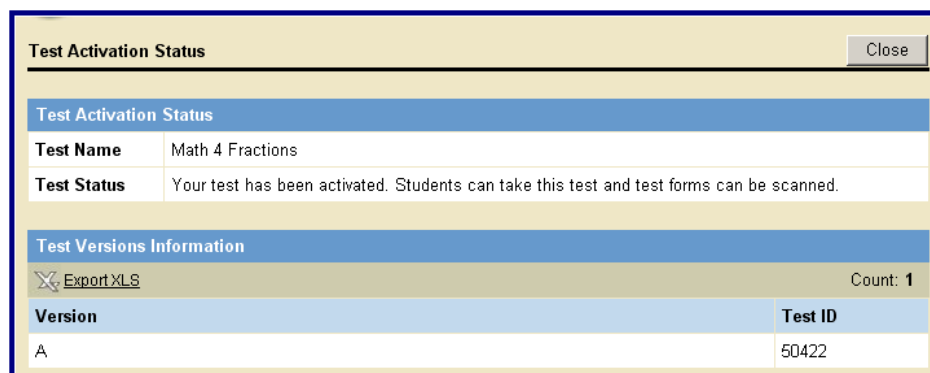
1. Login to Achievement Series and select the **Classroom Area** button.
2. At the Classroom Area screen select the **Class**.



3. Identify the test to be activated and click the button in the Active cell.



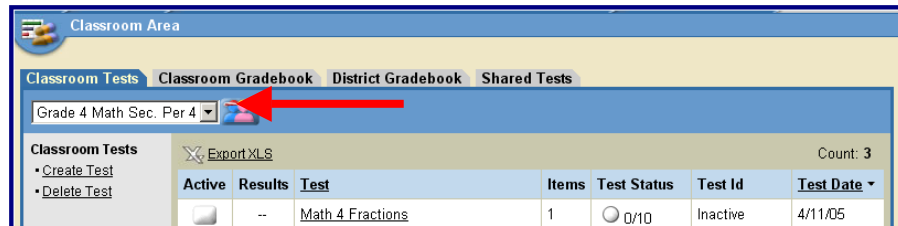
4. The Test Activation Status page displays the Test IDs. Click **Close**.
In the Classroom Area, the test's Active button now has a green checkmark.



ACHIEVEMENT SERIES – THE CLASSROOM MODULE

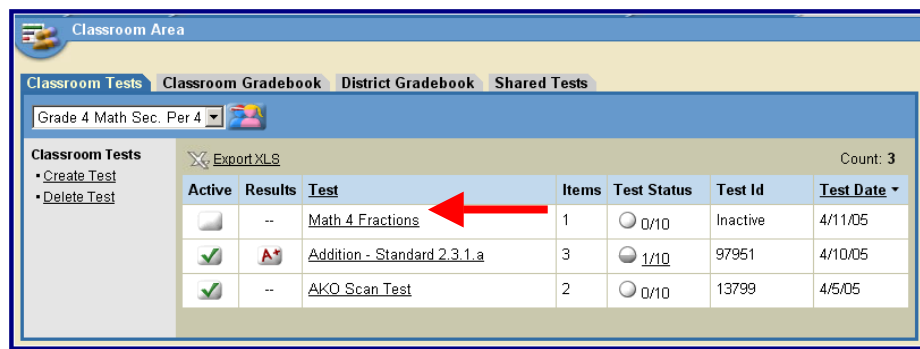
Option 2: Activate the Classroom Test

1. Login to Achievement Series and select the **Classroom Area** button.
2. At the Classroom Area screen select the **Class**.

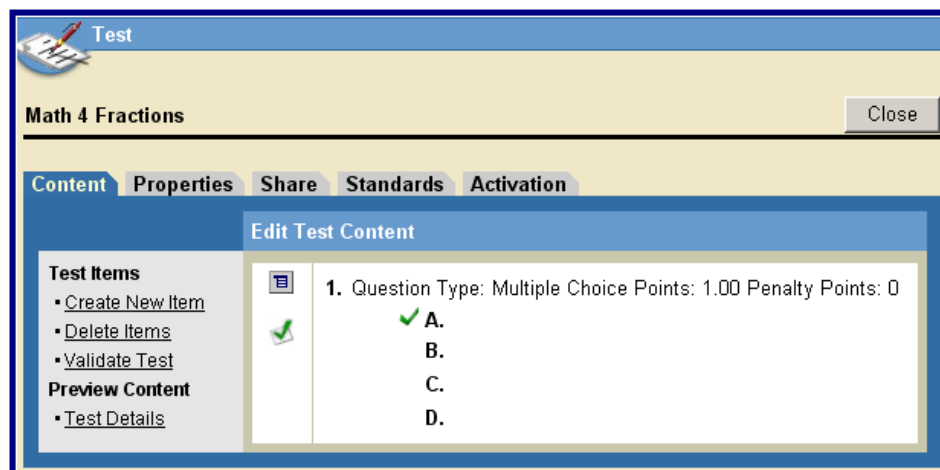


3. Identify the test to be activated and click the test name.

Example: Math 4 Fractions



4. At the Test screen, select the Activation tab.



ACHIEVEMENT SERIES – THE CLASSROOM MODULE

- On the Activation tab, click **Activate Test**.

Test Activation Properties [Close]

Content Properties Share Standards **Activation**

Test Activation Information

- Edit Activation Properties
- Activate Test** (indicated by a red arrow)

Test Activation Status

Test Status	Your test is currently inactive. Students cannot take this test and test forms cannot be scanned.
--------------------	---

- The Test Activation Status appears with the Test IDs. Click **Close**.

If multiple test versions exist, there is a Test ID for each version. There is a special Random Version ID for Online Tests. The Random ID, if used, instructs the program to randomly assign a test version to each student.

Test Versions Information	
Export XLS	Count: 3
Version	Test ID
A	34322
B	71739
Random Version*	95105
*Entering the Test ID for the Random Version on an online test will randomly assign one of the other available versions to the student.	

- On the Classroom Area page, a green checkmark in the *Active* cell indicates the test is active. The **Test IDs** appear in the Test ID cell.

Classroom Tests Classroom Gradebook District Gradebook Shared Tests						
Grade 4 Sec. 1						
Classroom Tests Export XLS Count: 1						
<ul style="list-style-type: none"> Create Test Delete Test 						
Active	Results	Test	Items	Test Status	Test Id	Test Date
		Math Grade 5 Weekly Test - Fractions	2	0/2	A: 34322 B: 71739 Random: 95105	3/30/05